



Administrator - JOB DESCRIPTION

The Bythams Primary School

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The Governors of Bythams Primary School are seeking a new Administrator.

Closing date: Friday 1 December 2023

Hours: 13.25

- Wednesday 8:45 until 3:30 pm.
- Thursday 9:00 until 12:30
- Friday 9.00 until 12:30

There will be other occasional days by mutual agreement.

Salary is G3-6 Salary: £20,812 (pro rata equated pay £6392); 13.25 hpw term time.

The ideal candidate will have:

- previous experience of working in administration – ideally within a school setting
- an excellent telephone manner
- experience in/interest in administration of Scholar Pack and Business World On.
- experience of coordinating diaries and making bookings

Applicants will need to:

- have a cheerful, warm and welcoming personality with the ability to communicate with children and adults alike.
- be reliable, efficient, flexible, organised and able to manage often changing priorities whilst meeting deadlines.
- have an attention to detail and pride in doing a great job in a professional manner.
- be able to work as part of a team.

Undertake any other reasonable duties as determined by the Senior Administrator and the School Leadership Team.

Disclosure

Bythams Primary School is committed to safeguarding and promoting the welfare of children and anyone applying to work at the school is expected to share this commitment. This position is subject to a satisfactory fully enhanced DBS check and satisfactory references being received.